

# Minutes 2016.01.27

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**Commissioners Present:** Paul C. DeMaio Chairman, Marshall L. Harris Vice Chairman, Joseph M. Prior Clerk

**Employees Present:** Superintendent: Craig W. Jalbert; Secretary: Dale Barnes-Johnson

**Open the Meeting:** The meeting was called to order at 3:30 p.m.

Marty made a motion to adjourn from open session to go into executive session under MGL, Chapter 30 A Section 21a Purpose #2 Conduct strategy sessions in preparation for negotiations, to conduct collective bargaining sessions or contract negotiations, with nonunion personnel, and later return to open session. Joe seconded the motion. Motion passed unanimously.

**Open Session:** The meeting was called to order at 4:15 p.m.

**Accept the Meeting Minutes:** passed over until minutes are prepared

## OLD/NEW BUSINESS:

**Hospital Road Pump Rehab Project** ~ Tata & Howard (T&H) responded to Craig's comments. The Contractor is responsible for maintaining daily operation of the pump station and shall not interfere with the stations discharge limits. As per contract, they are to address and remediate at their cost any backups should they occur and are required to inspect and clean the lines and free them from any materials and debris that entered the system during construction as part of the facility startup.

A small glitch with the USDA monthly project budget report has been address with our new contact Jennifer Sharrow.

**Water Infrastructure Planning and Technical Assistance Grant** ~ T&H met with Craig to discuss the project approach, and obtain the history of water breaks since 1997. Age of pipe, location and cause of breaks and pipe material will be reviewed and used to apply a rating system to our pipelines. The rating system will identify and prioritize areas that are failing and will require replacement or rehab in the future. MassDEP has made this type of plan mandatory for all water systems and has provided the grant opportunity to water systems so they can achieve compliance. Moving forward, when the Asset Management Plan is in place it will garner us more points when applying for state and federal aid for improvement projects.

**FY2016 3<sup>rd</sup> Quarter Water & Sewer Billing** ~ Bills were mailed out January 22, 2016; there were some high users due to leaks. Dale has been fielding Water Debt Service Fee and usage calls.

**FY2017 Budget** ~ a recent email from Drinking Water Program Director reminded Craig to update the department's staffing plan. Mass 310 CMR 22.11B specifically states that Monson, as a 2D and 1T system, must have a primary treatment and primary distribution operator as well as a secondary treatment and secondary distribution operator (total of at least 4 certified staff are required). The department has been out of compliance since the loss of two certified operators last year. Our two new employees are still in the training process and must pass the D2 and T1 tests before they can apply for certification. The department no longer has any backup personnel employed by the town to fill in and the trouble occurs when both Tom and Craig are out of town or ill and unavailable. Adequate operational capacity is a MassDEP requirement and without incentives to retain and promote staff that become certified we have a problem. The department has experienced a great deal of turnover the last 14 years due to pay issues. If history repeats itself we will be in the same situation in two to three years. Craig proposed to increase the Contractors Systems line item by \$3,000. This will provide funds for us to hire outside certified contract operators who can fill in and keep us in compliance with MassDEP regulations in the event we are caught short again or when Tom and Craig are both unavailable. Dale then presented the proposed FY17 water and sewer budgets. For water, changes include minimal contractual increases and the aforementioned Contractors Systems line item. For sewer, changes include minimal contractual increases and an increase of \$5,000 to the Maintenance of Joint Treatment line item. Marty made a motion to submit both the water and sewer budgets as presented which was seconded by Paul. Motion passed unanimously.

## Department Activity

**Leak Detection** ~ Tom located a service line leak at 10 Lower Hampden Rd. The service was replaced from the main to the curb stop but in the process a clay drainage culvert was damaged by the backhoe, Craig alerted John at Highway who in turn sent one of his men to pick up repair parts. Ben and Brian repaired the culvert that afternoon.

**Broken Pipe** ~ water was shut off at 21 Main Street after the department was notified water was pouring out of the side of the house; no contact information is available for the property.

**Town Report** ~ Craig prepared a draft for review by the Commissioners.

**NEXT MEETING:** The next meeting has been set for Wednesday February 10, 2016, at 3:30 p.m.

**ADJOURN:** A motion was made by Joe and seconded by Paul to adjourn at 4:45 p.m. Motion passed unanimously.

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Joseph M. Prior, Clerk  
cc: Selectmen